



DEPARTMENT OF THE ARMY
104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-ZB

18 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Preparation of Civilian Overseas Tour Extensions Requests

1. References:

a. Installation Management Agency (IMA) memorandum, SUBJECT: U.S. Army IMA Policy Memorandum #30, Extension of Overseas Tours Beyond Five Years, dated 30 July 2004 (Enclosure 1).

b. IMA-European Region memorandum, SUBJECT: Requests for Overseas Tour Extensions Standard Operating Procedure (SOP) (IMA-Europe Memorandum No. 30-1) dated 18 March 2005 (Enclosure 2).

2. Recently, IMA-Europe published an SOP regarding subject.

3. Preparation of subject requests should be completed IAW Reference 1; please note paragraph 4.c. of Reference 1 must be addressed when preparing justifications for requests for Civilian Overseas Tour Extensions.

4. The proponent for these requests is the Directorate of Human Resources at DSN 323-3685.

FOR THE COMMANDER:

Encls
as


ROBERT KANDLER
Deputy to the Commander

DISTRIBUTION:

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

SFIM-HR-C

July 30, 2004

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum # 30,
Extension of Overseas Tours Beyond Five Years

1. REFERENCES.

- a. Title 5 and Title 10 U.S. Code.
- b. 5 CFR, Part 301.
- c. DoD Directive 1400.25-M, Department of Defense Civilian Personnel Manual, Chapter 301.4, Overseas Employment, August 24, 1988.
- d. DoD Manual 1400.20-1-M (DoD Program for Stability of Civilian Employment).
- e. DoD Directive Number 1400.25, DoD Civilian Personnel Management System, November 25, 1966.
- f. AR 690-300, Chapter 301 (Overseas Employment).
- g. AR 690-300, Chapter 352 (Reemployment Rights).
- h. Memorandum, Assistant Secretary of Defense, subject: Five-Year Rule Limitation on Foreign Employment, March 26, 1977.

2. PURPOSE. To supplement relevant policies of the Department of Defense (DoD) and Department of the Army (DA), to redelegate approval authority, and to provide implementing procedures for the administration of overseas tour extensions beyond five years for civilian employees.

3. APPLICABILITY. These procedures are applicable to all appropriated fund civilian employees assigned to IMA serving in foreign areas, to include DCIP employees. These procedures do not apply to employees with uninterrupted foreign area service since 1 April 1966; individuals employed at the GS-6 level or lower or in non-supervisory wage grade positions as long as they remained continuously employed at this GS or WG level after 24 August 1988 and family member employees who are not sponsors.

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4. POLICY.

a. Installation Management Agency Region Directors are delegated the authority to approve tour extensions beyond 5-years. This authority cannot be further redelegated.

b. IMA supports the DOD Five Year Overseas Rotation Policy. Extension of overseas tours beyond five years is a management option, not an employee benefit. IMA encourages CONUS and foreign area interchange of employees. This interchange provides employees career development opportunities and supports the Department of Army goal of maintaining a cadre of mobile employees with broad experience.

c. Requests for extension of overseas tours beyond 5 years will be based on significant mission requirements, career development considerations, or situations of a humanitarian nature. The following are examples:

(1) An organization's mission will be seriously harmed if the employee leaves (i.e., the employee is engaged in an important special project that cannot be handled effectively by another individual without significant delay and/or cost).

(2) Employee was recently promoted or assigned to a new and challenging position (less than 12 months before the current tour ending date), and management has decided that his/her remaining in the foreign area for an additional tour will enhance the employee's career development.

(3) The employee wants his/her child to complete the current school year or to allow the employee or an employee's family member to continue medical treatment before traveling to a new location. In this case, a short-term extension (6 months or less) of the current tour might be approved.

d. RDs may grant extensions for a period of up to 24 months in a 24-month or 36-month tour of duty area and for a period of up to 12 months in a 12-month tour of duty area.

e. Officials with the authority to approve tour extensions must consider the following factors when evaluating a tour extension request:

(1) Mission and operational impact.

(2) Individual's special/unique qualifications, and an analysis of the availability of such qualifications in the applicant pool.

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(3) The impact (financial, operational, efficiency, manpower, political, etc.) of a decision to not extend the individual.

(4) Consistency in application of the tour extension policy.

(5) Rational for the recommended period of extension.

(6) The employee's current performance rating must be fully successful or better.

(7) The employee has current knowledge, skills, and abilities required in the job.

(8) The employee has successfully adapted to the overseas work and cultural environment.

f. Consistency in application of the tour extension policy.

g. Will the extension result in the employee's loss of return rights.

h. The effect the extension will have on placement of surplus employees.

i. All preceding employment with the Department of Defense in a civilian, appropriated fund capacity overseas shall be included in computing the five-year period, except service that was interrupted by residence in the United States or other non-foreign areas.

j. Management decisions regarding tour extensions are not subject to grievance or appeal procedures.

k. Employees serving in the following positions are exempt from the DoD 5-Year limitation on overseas employment:

(1) Employees in positions that require frequent contact with officials of the host nation and a detailed current knowledge of the culture, mores, laws, customs, or government processes of the host nation, which usually cannot be acquired outside the host nation. A position will not be placed in this category unless the position description clearly specifies that the above duties and special knowledge are required. A requirement to speak the host-country language and have frequent contact with officials of the host nation is not sufficient reasons to automatically designate a position exempt.

(2) Family members of military or civilian DoD employees, not serving under their own transportation agreement.

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(3) Employees in the Senior Executive Service (SES).

(4) Employees who were employed in a foreign area continuously since 1 April 1966, regardless of grade.

(5) As of 24 August 1988, employees employed in GS-6 or below, or nonsupervisory wage grade positions that are currently exempt from rotation, may continue to be exempt as long as they remain continuously employed at those levels.

(6) Employees who are appointed on an Overseas Limited Appointment of indefinite duration.

(7) Some employees who are serving on excepted service appointments.

5. PROCEDURES.

a. Approving Officials. Region Directors are delegated authority to approve tour extensions beyond five years for employees assigned to their regions, including employees in Garrisons and other region activities. Local commanders are delegated authority to approve tour extensions beyond the initial tour, not to exceed the 5-year limitation on overseas tours established by DoD. This authority may not be redelegated.

b. The Director, Installation Management Agency (DIMA) will conduct an annual review of the Overseas Rotation Program.

c. Region Directors (RD) will:

(1) Ensure compliance with the established criteria identified in appropriate references and in this memorandum, and approve requests based on delegated authority.

(2) RD's will be the approval authority in designating positions as "Overseas Unique" and therefore exempting subject position from the 5-year limitation. The authority to designate positions, as "Overseas Unique" should be consistent with the authority to approve overseas tour extensions beyond 5 years.

(3) Prepare an annual evaluation of the Overseas Rotation Program for the Director, IMA (Encl 3). Report is due not later than 15 November for all tour extensions processed for the previous fiscal year. The annual evaluation report will contain the following information on employees extended beyond five years:

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- (a) Number of employees who were considered for tour extensions.
 - (b) Number of employees who were extended.
 - (c) Number of employees extended beyond five years and the reason for management's decision to extend.
 - (d) HQ, IMA may request reports on other aspects of program administration.
 - (e) Percentage of employees remaining overseas beyond 5-years.
- (4) Review the selections of all candidates selected from another geographic area whose overseas tour would result in serving more than 5 years in one or more overseas areas. Region Director must provide an approval/disapproval decision prior to official offer of employment.
- (5) Document the final decision. The employee's signed rotation agreement will serve as the basis for returning employees to the United States. The decision to extend an employee's tour beyond five years must be based on valid, mission-related, nondiscriminatory reasons.

d. Garrison Commanders (GC) will:

- (1) Make recommendations to the RD identifying individuals for tour extensions that would extend the employee's total overseas service beyond 5-years.
- (2) Ensure that justifications for all tour extensions are in compliance with DoD 1400.25-M, Chapter 301, subchapter 4, Rotation of Employees from Foreign Areas, 24 August 1988 and this policy.
- (3) Coordinate tour extension packets with appropriate Career Program Manager.

e. Managers/Supervisors will:

- (1) Prepare the extension proposal documentation packet (enclosure 4) and submit packet through the chain of command to the appropriate approval authority at least 8 months prior to current incumbent's tour expiration date.
- (2) Review the organization's mission and previous recruitment efforts in order to provide documentation supporting the need to extend an employee's overseas tour.

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(3) Provide the final written decision to the employee in a timely manner in order to maximize the employee's opportunity to register in the Priority Placement Program (PPP), exercise Reemployment Rights, or make other personal decisions. Sample notification memorandums provided at enclosures 1 and 2.

(4) Ensure that employees who are not extended take the appropriate action to register in the Priority Placement Program within 7 workdays after notification that their tour is not being extended, or no later than the earliest possible registration date.

(5) Plan well ahead of an employee's tour expiration date in order to ensure that effective recruitment efforts are made. Requests for extensions of employees based on lack of a selected replacement will not be approved unless there is evidence that recruitment began with sufficient lead-time (at least 90 days prior to incumbent's tour expiration date), and that the position is critical and difficult to fill.

(6) Make recommendation for approval or disapproval for all tour extension requests.

(7) Seek required information, advice and guidance concerning overseas tour extensions, to include eligibility for renewal agreement travel (RAT), exercise of return rights and registration in the PPP from the servicing CPAC.

(8) After decision, forward extension packets to the servicing CPAC.

(9) Use the enclosed sample memorandums and formats to document tour extensions.

6. PROPONENT: The Headquarters Installation Management Agency, Human Resources Division, Civilian Personnel Branch is the proponent for this IMA Policy. POC is the Chief, Staffing Policy Section, at commercial (703) 602-3319, DSN 332-3319.

Signed

4 Encls

1. Sample Tour Extension
2. Sample Tour Disapproval
3. Sample Report
4. Request for decision

ANDERS B. AADLAND
Major General, GS
Director



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

SAMPLE TOUR EXTENSION APPROVAL MEMORANDUM

(Office Symbol of Requesting Organization)
MEMORANDUM THRU (organization Requesting Extension)
FOR Civilian Personnel Advisory Center
SUBJECT: Extension of Overseas Tour Beyond Five Years – Mr./Mrs.

1. Approval is granted to extend the overseas tour of Mr./Ms. for – year(s) until (date). Please ensure that this action is coordinated with the activity maintaining return rights for the employee, if applicable
2. This approval is subject to the understanding and agreement to register for return placement in the United States under provisions of the Department of Defense Priority Placement Program, if applicable, or to make other arrangements acceptable to the command at least six months prior to expiration of this extension.

Authorizing Official's Signature

SAMPLE DISAPPROVAL TOUR EXTENSION MEMORANDUM

(Office Symbol of Requesting Organization)
MEMORANDUM THRU (Organization Requesting Extension)
FOR Civilian Personnel Advisory Center
SUBJECT: Extension of Overseas Tour Beyond Five Years – Mr./Ms.

1. The request to extend the overseas tour of Mr./Ms. is disapproved.
2. Extension would not be consistent with Army and command policy to promote US-foreign area interchange of employees.
3. Please arrange within seven days-to counsel Mr./Ms. _____ on his/her options for return placement assistance and registration in the Department of Defense Priority Placement Program, if applicable.

Authorizing Official's Signature

-- SAMPLE REPORT --
ANNUAL TOUR EXTENSION REPORT
FY 2003

IMA REGION: XX REGION

REGION POC: JOHN SMITH, DSN 333-3333

1. Total Appropriated Fund workforce subject to rotation in FY03: 422
2. Total number of positions designated exempt from rotation in FY03: 02
 - a. GS-0201-13, Human Resource Spec (Classification), CPCN BA02021-43442
 - b. GS-2001-12, General Supply Spec, CPCN BA00221-24442
3. Total Number of employees extended beyond 5-Years: 75
 - a. Total extended based on mission requirements: 68
 - b. Total extended based on personal/humanitarian reasons: 03
 - c. Total extended based on position being hard-to-fill: 04
4. Percentage of workforce remaining overseas beyond 5-Years: 12%

**REGION DIRECTOR'S
SIGNATURE BLOCK**

**OVERSEAS TOUR EXTENSION – REQUEST FOR DECISION
(USAIMA TEMPLATE)**

IMA Region/Garrison: _____ POC: _____ Date Prepared: _____
Phone Number: _____ Fax Number: _____ E-Mail: _____

Part A – Employee Information

Employee Name: _____ Social Security Number (Last Four): _____
PP/Series/Grade: _____ Date Last Promoted: _____
Employee Organization: _____
Emergency Essential ☐ No ☐ Yes (if yes, must have signed DD Form 2365)
Return Rights (SG/HG) ☐ No ☐ Yes (if yes, RR to and date RR expire: _____)
Employment Status ☐ Career/Career Conditional ☐ Overseas limited (OSL) NTE: _____
Current DEROS: _____ Date Arrived Overseas: _____ Date 5-Year Limit Expires: _____
Total Overseas Service: _____ Years _____ Months

Part B – Supervisor Recommendation

- ☐ Recommend extension for a period of _____ months (NTE _____)
- ☐ Not extended in accordance with Department of Defense policy limiting civilian employment in foreign area to five years
- By recommending this extension, I hereby certify that the employee—
1. Is current in knowledge, skills, and abilities,
 2. Has a current performance appraisal of fully successful or higher, and
 3. Has adapted to the overseas environment.

Justification:

1. Required only when overseas tour extensions are recommended.
2. As a minimum, when requesting an extension for operational necessity you must address the specific project(s), programs, initiatives, etc.; employee's unique qualifications; impact if not extended, and any previous recruitment concerns which may render subject position as being "hard-to-fill".
3. Justification must be submitted on a separate sheet.

Typed/printed name of supervisor Duty Phone Supervisor Signature Date

Part C – Garrison Commander

- ☐ Recommend Approval (for a period NTE _____ months) ☐ Nonconcur (Return Action to Supervisor)
- Supervisor will inform employee of extension decision and inform employee of their rights for placement assistance in CONUS.

Typed/printed name of Garrison Commander Duty Phone Garrison Commander's Signature Date

Part D – IMA Region Director

- ☐ Approve (for a period NTE _____ months) ☐ Nonconcur (Return Action to Garrison Cdr)

Typed/printed name of Region Director Duty Phone Region Director's Signature Date

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMA-Europe Memorandum
No. 30-1

18 March 2005

Requests for Overseas Tour Extensions Standing Operating Procedure

Note: This SOP applies to appropriated fund positions only.

1. **Approving Officials:** The Region Director (RD) has the authority to approve tour extensions beyond five years for employees assigned to the region, including employees in Garrisons and other region activities. Garrison Commanders are delegated the authority to approve tour extensions beyond the initial tour, not to exceed the 5 year limitation on overseas tours established by DoD. This authority may not be re-delegated. Extensions beyond the initial tour for IMA-E region employees can only be approved by the RD. **However, any manager in the chain of command can disapprove an extension.**
2. The **RD** will review the selections of all candidates selected from another geographic area, including EURO, KORO and PARO, whose overseas tour would result in serving more than 5 years in one or more overseas area. The RD must provide an approval/disapproval decision prior to official offer of employment.
3. **Garrison Commanders (COL)** will
 - (a) Make recommendations to extend employees beyond 5 years to the RD.
 - (b) Sign the IMA-E Template (Enclosure 1) recommending approval/disapproval. **All tour extension requests, forwarded for approval, will be signed by the Garrison Commander (COL).**
 - (c) Ensure justifications for all tour extensions are in compliance with current DoD regulations and IMA Policy Memorandum #30, Extension for Overseas Tours beyond Five Years, 30 July 2004.
4. **IMA-E Division Chiefs** will make recommendations to extend employees beyond the initial tour to the RD.
5. **Managers/Supervisors** will
 - (a) Prepare extension proposal documentation packages. Packages will contain:

- AE Form 690-300.301B, Overseas Tour Extension, Request for Decision ✓
- DA Form 5369R, Rotation Agreement – Employees Recruited from the U.S.
- Overseas Tour Extension – Request for Decision (IMA-E Template) (Enclosure 1) ✓
- Justification on a separate sheet

(b) Make recommendations for approval/disapproval of tour extension. If disapproving the tour extension, no further action is required. Discuss with employee and forward the signed paperwork to the CPAC.

(c) If recommending approval, managers/supervisors will, if appropriate, forward the request to the Career Program Manager (CPM) (Enclosure 2) who will initial Part B on the IMA-E Template and sign on Part C of AE Form 690-300-301.B.

6. **Process:**

(a) **Garrison Tour Extensions** - Requests for tour extensions will be routed through the chain of command for decision, including the designated career program manager and IMA-E Chief of Staff for CF 29 employees (IMA-E Region Chief of Staff, Region Chief, PAIO, and Deputy Garrison Commanders). Submit requests for tour extension beyond 5 years electronically to extensions@ima-e.army.mil or IMA-E, Extension on the global address book **no later than 60 days from receipt from the CPAC**. This will ensure maximum recruitment flexibility.

(b) **IMA-E Region Staff Offices Tour Extensions** – Requests for tour extensions will be routed through the Division Chief, including the designated career program manager and IMA-E Chief of Staff for CF-29 employees. Tour extensions should be submitted to IMEU-HRD-C, extensions@ima-e.army.mil, or IMA-E extensions on the global address book **no later than 60 days from receipt from the CPAC**.

(c) Managers will ensure an employee who is not extended takes the appropriate action to register in PPP within 7 workdays, but no earlier than 6 months before the end of the current tour, after notification of tour extension disapproval.

(d) When forwarding an extension, recommending approval, employees **will not sign** in Part F of AE Form 690-300.301B, until after the RD has signed the form.

7. **Career Program Managers (CPMs) will**

(a) Evaluate the effect that continued service in the same location or organization would have on the employee's professional development, competitiveness with peers, and potential for promotion.

(b) Address the availability of surplus employees with substantial time remaining on their tours in their recommendation to the approving authority.

(c) Provide justification to the approving official when non-concurring with the recommendation to extend.

8. **IMA-E HRD** will forward the Regional Directors decision on tour extensions to the Garrison designated POC.
9. The **designated POC or supervisor** will forward the decision package to the CPAC after the employee has signed the tour extension form.
10. **Employees** will
 - (a) Accept or decline management's proposals for tour extensions and provide timely feedback on their intentions to exercise their options for return placement or separation from Federal Service. Employees may request short-term extensions for humanitarian reasons. **Long-term extensions** (more than 6 months) **may only be initiated by management.**
 - (b) Schedule an appointment with the CPAC to register in PPP, if eligible and required, **within 7 workdays, but no earlier than 6 months before the end of the current tour,** after notification of non-extension.
 - (c) Be subject to removal from Federal Service if they fail to register or refuse to accept a valid PPP job offer.

//s//
Russell B. Hall
Director